



UNITED NATIONS DEVELOPMENT PROGRAMME

Contract for the services of an Individual Contractor

No 2020/034

This Contract is entered into on 18 February 2020 between the United Nations Development Programme (hereinafter referred to as "UNDP") and Ketevan Goginashvili (hereinafter referred to as "the Individual Contractor") whose address is 72 Kavtaradze str, Tbilisi, Georgia.

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and;
WHEREAS the Individual Contractor is ready and willing to accept this Contract with UNDP on the said terms and conditions,
NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as *Annex I* in the following Duty Station(s): Tbilisi, Georgia.

2. Duration

This Individual Contract shall commence on 18 February 2020 and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than 31 March 2020, unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at www.undp.org/procurement and are attached hereto as *Annex II*.

3. Consideration

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of up to 7.5 training hours, GEL 750 in accordance with the table set forth below. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

DELIVERABLE	DUE DATE	AMOUNT IN GEL
Deliver training sessions with mentorship of chief trainers, and where needed, in tandem with peer trainers on the following topic: Situation Analysis	31 March 2020	GEL 750

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s).

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

4. Rights and Obligations of the Individual contractor

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor's own acts or omissions in the course of performing this Contract, and under no circumstances shall UNDP be held liable for such claims by third parties.

5. Beneficiary

The Individual Contractor selects Gela Goginashvili as beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services hereunder. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for UNDP.

Mailing address, email address and phone number of beneficiary: Lagodekhi, Vardisubani, Georgia

Mailing address, email address and phone number of emergency contact (if different from beneficiary): N/A

IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contracts for Individual contractors available on UNDP website at www.undp.org/procurement and attached hereto in Annex II which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".

☐ The Individual Contractor has submitted a Statement of Good Health and confirmation of immunization.

Prepared by: [Signature]
Nana Tsiklauri, PAR Project Manager

Fund availability Certified by:
Gigi Bregadze, DG Team Leader [Signature]

COA: Project 00095872; Activity 1; Implementing Agency 001981; Fund 30000; Donor 00551; Account 71310

AUTHORIZING OFFICER:
United Nations Development Programme
Louisa Vinton
UNDP Resident Representative [Signature]

INDIVIDUAL CONTRACTOR:
Ketevan Goginashvili

Date: 17/2/2020

Date: _____

TERMS OF REFERENCES (TOR)

Position:	Local expert (trainer) in public policy planning, analysis, monitoring and evaluation
Project Title:	Supporting Public Administration Reform in Georgia
Location:	Tbilisi, Georgia
Contract Duration:	18 February – 31 March 2020 (<i>Up to 7.5 training hours</i>)
Type of Contract:	Individual Contract (IC)

1. BACKGROUND

In 2015 the Government of Georgia began implementing Public Administration Reform (PAR), as outlined in "Public Administration Reform (PAR) Roadmap 2020" and its Action Plan. One of the six areas of PAR that will undergo substantial transformation is policy planning and coordination. The aim of the reform in this regard is to "develop a policy making process by improving policy planning system, strengthening the link between policy planning and budgeting and building strong mechanisms for monitoring, evaluating and accountability"¹. Based on the analysis of the current situation the following major challenges were identified in the policy planning and coordination area:

1. **Insufficient capacity of ministries in strategic planning, policy development and policy cycle process** - Policy planning departments/units in the ministries still face challenges in carrying out the key phases of the policy cycle: agenda setting (problem identification, deciding which issues deserve the most attention and defining the nature of the problem), policy formulation (setting objectives, identifying costs, choosing from a list of solutions, selecting policy instruments and planning), legitimization, implementation, monitoring and evaluation, policy maintenance, succession or termination. Moreover, the process how the strategies and action plans are being developed lacks coherence and uniformity. There is a lack of common understanding of key concepts of policy cycle in general and strategic planning process across the various line ministries.
2. **Need to further strengthen the linkages between policy planning and budgeting process** - In many cases state agencies do not have enough capacities/knowledge in budgetary processes. Number of strategies do not provide well estimated budgets for the policy implementation. Planning process needs further clarity to avoid duplication and ensure that plans are realistically budgeted, time-bound and affordable.
3. **Need for enhanced linkages between different policy documents** – Very often there is a lack of clear linkage between different planning tools (national level strategies, multi-sectoral/sectoral strategies etc.), therefore staff in the ministries face difficulties while relating one strategy to another.
4. **The level of knowledge and experience in policy planning and coordination mechanisms diverges across various ministries** – Not all ministries are on the same level of development in the policy making area.

To support the Government in reforming the policy planning and coordination area of the PAR, UNDP, through its multi-year initiative, "Supporting Public Administration Reform in Georgia", provided Training and Consultation Support (TCS) to public policy units of the ministries of Georgia. The project entailed training and coaching of public policy units' staff in public policy analysis and planning related issues. As a result, 283 public servants from all ministries of Georgia, including ministries of the Ajara Autonomous Republic, were trained and received certificates.

To ensure sustainability of the initiative, nine most advanced training participants have been selected and further trained. The goal of the activity was to create a pool of local trainers within the public sector that will be capable to deliver training in public policy analysis, planning, monitoring and evaluation to their peers in the future. To ensure the success of this endeavor and give the nine participants the opportunity to use their newly acquired knowledge and skills into practice, it was decided to deliver the next cycles of trainings in a form of co-training, where the new trainers will teach the course with mentorship of chief trainers.

2. OBJECTIVE OF THE ASSIGNMENT

The overall objective of the consultancy is to enhance public policy making knowledge and skills of relevant public servants from ministries of Georgia, through organization of training sessions in Public Policy Analysis, Planning, Monitoring and Evaluation by selected local experts, in mentorship with chief trainers.

3. DUTIES AND RESPONSIBILITIES

Under the direct supervision of the PAR Project Manager and in close cooperation with the Administration of the Government of Georgia (AoG), the local expert is expected to assume the following duties and responsibilities:

- Work with chief trainers on planning training session, accept relevant advice and guidance;
- Coordinate the work with relevant representatives of UNDP and AoG;
- Get familiarized with all relevant training materials;
- Deliver training sessions with mentorship of chief trainers, and where needed, in tandem with peer trainers on one of the following topic:
Situation Analysis;
 - Perform post-training work (such as reviewing exercises or exams performed by training participants, working on policy documents or alike) as needed;
 - Perform other relevant tasks as deemed necessary.

¹ Government of Georgia. Public Administration Reform (PAR) Roadmap 2015-2020

4. DELIVERABLES

The local expert is expected to produce the following deliverable: Training session(s) on the topic indicated above in section 3: Duties and Responsibilities. Submission date – as needed after the commencement of the assignment.

5. MANAGEMENT ARRANGMENT

The local expert will work under the direct supervision of the UNDP Project Manager and in close consultation with relevant representatives from AoG and GEC.

6. INDICATIVE TIMING

The consultancy should be undertaken during February - March 2020. Total level of effort for the consultancy is 7,5 hours.

7. REQUIRED QUALIFICATIONS AND COMPETENCIES

Qualifications

- Current of past employment in one of the Ministries or LEPLs of Georgia;
- Participation (certificate of completion) in "Public Policy Analysis for Public Servants" Training Course, delivered during October 2018-February 2019 by Consortium: PAI-GEC_CTC;
- Fluency in Georgian language (both written and oral).

Competencies

- Demonstrated ability to apply good judgment in the context of the given assignment;
- Ability to conceptualize analytical frameworks based on available information and resources;
- Strong communication and organizational skills as well as team work capabilities;
- Excellent writing, editing and oral communication skills in English;
- Ability to work toward creative, participatory and inclusive solutions;
- An ability to complete the task in a timely fashion.

Core Competencies

- Demonstrated commitment to UNDP's mission, vision and values;
- Sensitivity and adaptability to cultural, gender, religion, race, nationality and age;
- Highest standards of integrity, discretion and loyalty.

8. PAYMENT MODALITY and DELIVERABLES

The payment schedule will be agreed with the local experts and will be made in one installment upon satisfactory completion of the deliverable.

